

## **Keystone Council Meeting**

**Wednesday, March 5, 2008**

**12:00 pm, Library Conference Room**

**In attendance:** Brian Conant, Shyla Anderson, Jeff Hill, Mike Sondgeroth, Andrea Markert, Steve Wilder, Janeice Ives, Dixie Lewis, Jim Potter

**Approval of December 5, 2007 Minutes:** Andrea Markert motioned to approve the minutes. Mike Sondgeroth seconded.

### **1. Informational Items**

#### **A. Personnel**

The Personnel Committee submitted a new draft of the Core Expectations to be examined by all departments. Some of the language in the document has been revised and condensed for clarity. The document is informational at this point, and has not been formally approved. There was brief discussion pertaining to questions regarding what happens to staff if the criteria in the Core Expectations is not being met. Jeff reviewed standard procedure; if criteria is not met, there are steps to be taken for remediation prior to dismissal. This is effectual for tenured faculty, as well.

#### **B. Student Conduct**

Steve Wilder reported that the review of Student Handbook is near completion, with one change yet to be made. Further changes will be sent out electronically. There has been more review than revision. No major changes have been made, instead there has been more attention given to detail. There is also some ongoing discussion regarding current concerns regarding safety threats or reported or suspected threatening behavior from students. If there are any additions or revisions needed for the safety procedure booklet, Dr. Dean's approval is necessary. Another issue the committee is considering is student cell phone use. Cell phone use is still restricted; however, there is a "gray area" on what appropriate usage is and what is not due to changing attitudes reflective of current safety concerns. For the most part, it seems as if students are using phones legitimately. It is up to faculty to decide what is and is not appropriate.

#### **C. Co-Curricular**

No report.

#### **D. Shared Governance**

Brian Conant reported that there is still a concerted effort to continue adding relevant information to the electronic archives.

#### **E. School Development**

Andrea Markert reported that the committee is still in the process of developing an online survey. Faculty surveys have been collected, and the new data is being analyzed. Online surveys are of particular interest to teachers, for accessing in regard to their students. Jeff Hill commented that the committee needs to focus on what courses and what years we are

collecting information on. The process should be contingent on the platform of: what we want and the evidence that this is important. It was noted that students currently have stored work data in their "S" drives.

### **F. Clinical Experiences**

Brian Conant: Moving forward in revising the (rather old) C&I instructional video collection. The TSAF form used to evaluate C&I students is also currently in revision. The spring faculty survey led to adjusting the framework for these core expectations. While the committee is pursuing clarity in these revisions, the alignment to the Democratic Ideal is still being maintained. It was also noted that the information here needs to be clear so that it makes sense to the students. The TSAF form is being looked at as an electronic version. The College of Education will be asked to give feedback when the drafts are completed. The differentiation in the number discrepancy has been noted, and will be re-looked at following the revision of criteria.

### **G. Parent/School Relations**

The committee is moving forward on this survey. Spring Parent/Teacher Conferences are scheduled for Wednesday, March 19, 2008. Dinner for faculty will be provided by the Boosters.

## **2. Other Reports**

### **H. Internship Program**

No report.

### **I. School Safety**

Steve Wilder: As previously noted, the school safety plan has been revised this year. Provision packs have been placed in every classroom and office. Safety procedure packets should be installed in classrooms by the end of the school year. The recent tornado drill was considered by the administration to be successful. Installation of electronic doors was discussed. The installation is tentatively scheduled for this summer.

**Move to Adjourn** was made by Jim Potter. Mike Sondgeroth seconded.

**The next Keystone meeting: will be April 2, 2008, 12 o'clock in the library conference room**

Submitted by:  
Shyla Anderson  
Keystone Council Secretary